

Student Name: _____ Student ID: _____

KHS WORK BASED LEARNING INTENT FORM

Due by Thursday, February 12, 2026 to be considered for WBL.

The purpose of this agreement is to provide all parties involved with a detailed list of responsibilities and requirements that are agreed upon in the Work-Based Learning placement. As a WBL student, you understand and commit to the following key factors:

WORK-BASED LEARNING STUDENT WILL:

1. Be at least 15 years of age and a junior or senior.
2. Be OnTrack to graduate with space for WBL as an elective.
3. Represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn.
4. Maintain the required GPA and work the minimum hour requirements for the program.

1 block = 7.5 hours a week of work 2 blocks = 15 hours a week of work

5. Secure your own transportation to and from work and school.

Self-Driven
 Parent or Guardian Driven

6. Be evaluated by the WBL Coordinator and mentor twice per grading period.
7. Agree to release information and school-related records as it pertains to the WBL Program, such as academic performance, attendance, discipline, follow-up information, and photo consent.
8. Abide by all terms, conditions, and policies of the employer, school, and WBL Program, including WBL meetings and/or functions. Submit a monthly journal indicating activities engaged in at the work site and total hours and salary earned during the month.

9. Be responsible for completing all assignments as required by the coordinator.

10. Employment:

Seeking employment
 Currently employed- _____ name of employer

By signing this intent letter, I am fully committed to meeting these responsibilities and requirements and look forward to the valuable learning experience that the WBL course will provide. I have read this letter for work-based learning and understand the commitment necessary. I agree to allow my child to continue with pursuing admission to the program.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

**I understand that signing does not mean I am enrolled in the WBL program, and I will still need to submit the WBL application once meeting with Coach May.*